

15 AUG 1979
DD/A Registry
File Training-33

MEMORANDUM FOR: Deputy Director for Administration

FROM :
Chief, Information Services Staff

SUBJECT : Request for Speaker at FOI/PA Symposium

1. The purpose of this memorandum is to invite you to be our guest speaker at the third Information and Privacy Division Symposium which will be held 17-19 October 1979.

2. Our first symposium, three years ago, was devoted to the probable effects of the Freedom of Information and Privacy Acts on the CIA. Last year we considered how best to deal with the two Acts in the long run. This year we intend to look at their effects on the Intelligence Community as a whole. To this end, we have invited representatives from the staffs of the House and Senate Oversight Committees. We will also have a panel of representatives from the Drug Enforcement Agency, the Federal Bureau of Investigation, and the Secret Service for a dialogue on problems our organizations face in complying with the Acts.

3. Between 40 and 50 professionals and para-professionals from all over the Agency will attend the Symposium. All invitees deal regularly with FOIA and PA requests, appeals, and litigation. The majority will have more than a year of experience in the field.

4. Most recently you approved the establishment of a new career service, whose members are to be specialists in information and records handling. We feel that this concept may prove to be useful to our colleagues elsewhere in the Community. The Office of Personnel Management has recently urged that information should be considered as a resource, and that there is an important place for persons who wish to make information management a career. We may later find that a cadre of such people in the Intelligence Community, who are able to speak to one another in terms of common understanding, might reduce the confusion, overlap, and inefficiency with which we are now plagued. We would welcome your thoughts on

this concept. Any additional ideas or comments which you may wish to share with us on the problem of allocating sufficient personnel resources to handle FOIA and PA requests more promptly would also be appreciated.

5. We hope that you will accept our invitation to be our guest speaker the evening of 17 October, [] where we may share your views on the implications of this new service. We would plan on your joining us for dinner at 1830 hours with your presentation to follow dinner. We would also hope that you would be able to meet socially with the attendees for a short period after your presentation.

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I accept your invitation.

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I would like to meet with the group, but would prefer another date and time ()

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I regret that I must decline.

Tom
You give me suggested outline
for speech - Thx for invite.
Dan

20 OCT 1979

IPD/CHS/cam/8/14/79

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